



## **SCHOOL FINANCE MEMORANDUM 16-022**

### **State of Arizona Department of Education**

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: October 15, 2015

SUBJECT: School Finance Updates

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#### **SAIS Updates**

##### **1) SDER Data Submission Deadline is Today**

Pursuant to A.R.S. §15-941, teacher experience data must be transmitted to the Superintendent of Public Instruction **on or before 4:30 p.m. on October 15, 2015.**

The Arizona Department of Education (ADE) captures this data through the School District Employee Report (SDER) application. This data is required to calculate your District's Teacher Experience Index (TEI) which may increase your FY 2017 budget limit and equalization assistance.

If you have any questions about your SDER, please contact your [LEA Account Analyst](#).

##### **2) Charter Estimated Counts Window Closes at 4:30 pm today**

If your charter reached its 40<sup>th</sup> day by October 1, your November 2, 2015 state aid payment will be based on ADM reported within SAIS. If the 40<sup>th</sup> day was not reached, payment will be based on estimated counts. Due to some charters having difficulties uploading data because of the AzEDS conversion, School Finance released memo 16-019 to discuss options for requesting Charter Estimated Counts versus ADMS46-1. Please refer to memo for more detail found here:

<http://www.azed.gov/Administrators/SF/NumberedMemos/FY2016/16-019.pdf>

##### **3) FY 2016 System of Record**

SAIS will be the system of record for FY 2016. All state funding will be based on the data in SAIS and reports available through Student Detail Data Interchange (SDDI) and Student Detail Reports (SDR), both

accessible from [Common Logon](#). Please be aware that some of the reports have been retired in SDDI and are now available only in SDR.

The following reports have been implemented in SDR (Student Detail Reports), and therefore have been removed from SDDI (Student Detail Data Interchange) in Common Logon:

#### **District and School Level Reports**

- SDADMS75-1 – Adjusted Student ADM Limit Report
- SDELL75-1 – ELL Adjusted Membership Report by DOA
- SDSPED75-1 – Adjusted Membership Report by DOA

#### **District Level Only Report**

- SDELL75-3 – ELL Adjusted Membership Report by DOR

If you have any trouble locating the reports listed above, please contact your Account Analyst listed [here](#).

#### **4) Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum. A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports after Aggregation : ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You may also contact your [Account Analyst](#) for additional guidance and support.

#### **5) Dropout Recovery and Grand Canyon Diploma Data Reporting**

Dropout Recovery (DRP) and Grand Canyon Diploma (GCD) data will follow the same method of submission in FY 2016 as used in FY 2015. The data required for these two programs is being added to AzEDS. Submission of GCD and DRP data will be possible in AzEDS during FY 2016 for testing purposes only. Data submitted into AzEDS will not be transferred to SAIS for FY2016. DRP student data submissions and state funding will remain the same for FY 2016 as it has in past fiscal years

## **Payment Updates**

### **6) K-3 Funding**

The funding has been released to eligible districts and charters starting with the August 1st payment. (See your APOR55-1 or CHAR55-1). To be eligible: must be either letter A or B district/charter **and** the 3<sup>rd</sup> grade far below reading level is less than 10%. Districts/Charters approved at the September 28, 2015 State Board of Education meeting have been included in the October 1, 2015 apportionment

### **7) GPLET Value:**

Tax Year 2015 values by district were used in the calculation of state aid in FY2016 for the October 1, 2015 apportionment; Tax Year 2015 values are provided by the Counties.

### **8) Fiscal Year 2015 State wide Re-calculation**

The Fiscal Year 2015 Statewide Recalculation has been completed. This is based on data submitted by June 30, 2015 (brick and mortar) and July 15, 2015 (AOI). Positive payment adjustments were included in the FY 2016 September payment by APOR/CHAR 64-1 report as the lump sum adjustment. Negative payment adjustments will be taken over the entire fiscal year, and have begun with the October 1 payment; with 3/12ths taken in October and 1/12<sup>th</sup> each payment thereafter.

## **Budgets Updates**

### **9) FY 2016 BUDG25 Budget Verification Letters**

The FY 2016 BUDG25 Budget Verification Letters will be published and posted to the district's ADE website the week of October 19th. The letters will be based on the district's FY2016 BUDG25 dated 10/05/2015.

The BUDG25 Budget Verification Letters are only published once in October per statutory guidelines. The BUDG25 Report is updated monthly. Any decision to revise should be based on the most recently posted BUDG25 Report.

To download and review a specific district from the ADE School Finance website, please click the following <https://www.ade.az.gov/Budget/EntitySelection.asp>.

## **General Updates**

### **10) Email Distribution**

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above. If you have any questions, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) or call Barb Axe @ 602-542-8248.

### **11) School Finance Hot Topics:**

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

### **12) Updating Your Contact Information**

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to [enterprise@azed.gov](mailto:enterprise@azed.gov). Charters must ensure changes are first approved through the Charter Board.

### **13) External Guidelines**

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

## **Questions?**

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- 1) **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- 2) **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- 3) **Payment:** Email the School Finance payment team at [SFpaymentteam@azed.gov](mailto:SFpaymentteam@azed.gov)
- 4) **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).

**Other Areas within ADE:**

- **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
- **ESS, Maintenance of Effort, [ESSFunding@azed.gov](mailto:ESSFunding@azed.gov)**, 602-542-3851
- **ADE Support**, 602-542-7378 or 1-866-577-9636
- **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.